



## **Web-based Portal Manual 1.0b**

### **ISEE Roadshow**

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# District Setup

## Assign Roles

Roles must be provisioned to district users through the Administration Application (i.e., Admin Tool). There are three types of district users that be found in the Academics Hierarchy of the Admin Tool.

- ***Advanced Ops District Management*** (assign to ONE individual in your district)
- ***Advanced Ops District***
- ***Advanced Ops School***

## Set up Registration Windows

The District Manager will need to assign registration dates for your school district. Students attempting to register for state aid outside of this registration window will not be allowed to do so.

## School Terms

Schools have been pre-populated to function on a trimester or semester schedule. This will impact student's eligibility in certain programs. If the schedule setting in a particular school changes, the District Manager has the ability to change the school term settings

## Assign Course Offerings

Before students can log in and register for state aid, each school will need to set up a list of courses dual-credit and 8 in 6 courses that are offered at your school within each program. This will need to be done for each program separately: 8 in 6, Fast Forward, and Early Completers. IDLA courses will be pre-populated.

## Approving Student Accounts

When students create an account in the Advanced Opportunities Portal, it must be verified by district personnel before students can apply for state aid. This is for schools that will allow students to enter into the portal and register for state aid independently. There is an option for school district to do this on behalf of the student.

***EDU-ID must be entered/ verified by school or district personnel.*** This will not limit the student to applying for aid in other districts or schools. This is simply the process that will be used to prove that this student is indeed a student at an Idaho public school.

### **District Level Registration**

Districts who would like to enter records independently of the student's direct access into the portal may do so. These records will skip the approval process and will go directly into records awaiting submission to the SDE.

### **Initial Approval of State Aid**

The school or district will approve all courses and exam requests submitted by students. The student's accounts will not be charged until this approval occurs. Each course/exam will need to be approved individually.

### **Editing Process**

Approved records may be edited, in case a student drops a course or decides not to take an exam. They will be open for editing until the District Manager submits the information to the SDE.

### **Submission to the State Department of Education**

All courses and exams that have been approved by a school and district users will appear in a final list to submit to the SDE. Courses and exams will need to be submitted separately. This feature is only available for the District Manager. After district-wide data has been submitted, please contact the SDE directly to make any corrections.

## **Submissions are due to the SDE three times each year.**

- **First Friday in August:** Summer activity
- **First Friday in December:** First Semester/First Trimester
- **First Friday in June:** Second Semester/ Second & Third Trimester

**Please contact the SDE to make them aware of any changes or modification made after the data has been submitted to the SDE.**

# Student Navigation

## Creating a Student Account

Students will create accounts with a valid email address. Only one account can be linked to each email address. Students will receive a verification email that they will need to navigate prior to logging in.

The school/district user will need to verify the students account. Students will be able to apply for state aid only after their account has been verified at this level. The student will not be limited to certain schools or districts in their application. This step is simply to verify that a student is indeed an Idaho student.

## Student Level Registration

Students can select to register for state aid. When doing so, their submissions will be sent to the school/district for approval. Students must know which program they are applying for in advance. Informational advising is critical for students to apply properly.

## Email Notifications

Students will receive email notifications throughout the process. These emails will notify them of the status of their account

